

Frequently Asked Questions

FAQ Questions	HR Answers
I'm not sure how much detail to give regarding academic hours?	It is very important to provide as much information as possible regarding dates and academic hours. When indicating that you have received a degree or have partially completed, you need to indicate the number of semester or quarter hours. In addition, give specific information about your major/minor course work and type of degree.
I'm not sure how much detail to give regarding my dates of employment?	Many applicants do not give complete information regarding their employment dates, and we are unable to evaluate their application. It is very important to indicate date employed and date separated. In addition, you need to indicate your full time or part time years and months. If you have worked, part time you must put your number of hours worked in order to be credited.
Will my application still be considered if I forgot to sign it?	Most units and divisions will accept applications that have not been signed or have not had the conviction statement checked; however, you will be required if interviewed to complete these sections. Some units and divisions prefer that the application is fully completed to be considered. If that is the case, it will be indicated on the vacancy posting.
Can I fax or email my application?	Yes. Applications are accepted that have been faxed or emailed. Some units and divisions choose not to accept faxed or emailed applications. If that is the case, it will be indicated on the vacancy posting.
Do I have to go into a lot of detail when filling out work history?	It is best to provide as detailed information as possible. You will be evaluated to determine if you are qualified, most qualified, or not qualified based on what you write. The evaluator will not make assumptions of your qualifications. Because of this, you will want to make sure and write a separate entry for each job you performed at the same organization. Once you have used all of the space provided on the application for the description of work, if additional space is needed you may attach more information. However, you must specify on the application in the description of work to see attached duties.
Can I attach my resume to the application?	You are welcome to attach a resume; however, you still must list the major duties on the application. "See Resume" or "See Attached" are not acceptable.

Where on the application do I indicate the position I am applying for?	Please indicate the position that you are applying for on the first page of the application under the header "Jobs Applied For." It is important to list the position number when applying.
Do I need to provide transcripts from my schooling?	You are not required to provide transcripts; however, sometimes we are able to give partial credit for a degree that has similar curriculum to the degree that is required for the job.
Some positions allow for "an equivalent combination of training and experience." What does this mean?	The Training and Experience Requirements are set by the Office of State Personnel and can not be changed by DOT. If you do not have the required education, applicable work experience may be substituted in order to help you qualify for the position. However, the equivalency is only counted towards your education. You must still have the appropriate type of experience specified for the position.
Will my application be considered if I submit it the morning after the closing period?	Applications hand delivered the day after the closing date of the posting will not be accepted. Applications received in the first mail delivery only of the following day after the closing date can be accepted. Some units/divisions choose to only accept applications by close of business and will not accept applications delivered via mail the next day. If that is the case, it will be indicated on the vacancy posting.
Can I apply for multiple positions on the same application?	You can only use one application to apply for one position.
Do you have an application warehouse that automatically forwards my application to appropriate openings?	At this time, we do not have an application warehouse. You will need to send an application for each position for which you would like to apply.
Can you explain how applications are evaluated?	Applications are evaluated as either qualified, most qualified, or not qualified. Applicants evaluated as qualified possess the training and experience, selective criteria, and knowledge, skills, and abilities outlined in the vacancy announcement. Most qualified applicants exceed the requirements described in the vacancy announcement. Not qualified applicants either do not possess the requirements described or have incomplete applications. Managers and supervisors should select from the most qualified applicant pool. If they choose to select from the qualified applicant pool, the manager or supervisor must explain why they consider the recommended applicant to be most qualified.

What does promotional priority mean?	Certain applicants such as career state employees, veterans, and state employees affected by reduction-in-force are given promotional priority for posted vacancies. An employee with promotional priority should be selected over applicants without a priority when qualifications are deemed substantially equal.
What do I need to do to have my foreign degree counted when applying for a position?	Applicants who have obtained their education outside of the United States and its territories must have their academic degrees validated as equivalent to a US accredited college or university. There are several organizations that perform this specialized service such as International Education Research Foundation (www.ierf.org) and Word Education Services, Inc. (www.wes.org). A validation letter from one of these organizations should be attached to your application.
How would I follow up on an application after sending it in for a vacancy posting?	If you would like to know the status of a vacancy posting for which you applied, you should call the contact name at the telephone number given on the vacancy posting announcement.
If I do not receive an interview, will I receive a letter?	Hiring managers are required to send letters to all most qualified applicants who do not receive the job to let them know that they have filled it with another candidate. Hiring managers may choose to notify other applicants of this; however, they are not required.